

TRANSFER OF ENROLMENT REQUEST

I, (full name) _____, holder of identification number _____, currently enrolled in the 1st semester of the Daytime Portuguese as a Foreign Language Course (200h) of 20 __/__, hereby request to be transferred to the 2nd semester of the same course.

I understand and accept that, in accordance with the rules set out in the Regulations of the aforementioned course:

1) Transfer of enrolment from a first-semester course to a second-semester course within the same academic year shall be permitted, provided that all of the following conditions are met: i) the request is submitted in writing using this form; ii) the request is submitted no later than 10 working days before the start of the course from which the student is withdrawing; iii) the tuition fee has been paid in full.

2) Where a transfer request is submitted in accordance with the foregoing subparagraph, an amount equivalent to 25% of the total tuition fee shall be retained.

3) Following approval of the transfer, the applicant shall submit an application for the subsequent semester, complete payment of the tuition fee within the prescribed deadline, and comply with all other applicable enrolment requirements, in particular the relevant enrolment deadline.

4) Following a transfer of enrolment, the enrolment fee shall not, under any circumstances, be refunded.

Date: __ __/ __ __/ __ __

(Signature as per identification document)